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NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS



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N.J.A.C. 5:53 NEW JERSEY BOARD OF RECREATION EXAMINERS

SUBCHAPTER 1. GENERAL PROVISIONS

5:53-1.1 Purpose

The New Jersey Board of Recreation Examiners was established for the purpose of providing a permissive certification program for recreation administrators and recreation supervisors. This chapter provides the requirements for individuals who wish to obtain initial certification and for recertification of those individuals.

5:53-1.2 Scope

These rules apply to all applicants for certification and recertification as recreation administrators or recreation supervisors within the State of New Jersey.

5:53-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Application" means the form provided by the Office of Recreation and completed, signed, and dated by the applicant which contains the name, address, telephone number, education, and recreation employment experience of the applicant.

"Board" means the Board of Recreation Examiners established pursuant to N.J.S.A. 13:1C-1 et seq.

"Continuing education unit (CEU)" means 10 contact hours of instructional participation in an organized continuing education experience which meets the criteria of N.J.A.C. 5:53-1.4. "Continuing education unit" does not include an activity or program such as association membership and leadership activities; committee meetings; entertainment and recreation; individual scholarship, that is, personal reading or study; mass media programs or any meetings, conventions or exhibitions not approved for CEU purposes in accordance with this chapter.

"Office of Recreation" means the Office of Recreation in the Department of Community Affairs.

"Recreation administrator" means the executive head or assistant to the executive head administering a major recreation program for the State, a county or municipality, or any agency or public institution within the State and who has been certified as such in accordance with these rules.

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"Recreation supervisor" means a person who has been certified as such in accordance with these rules and is responsible for the planning, organization and supervision of a part of a program administered by a recreation administrator.

"Successful recreation employment experience" means employed in a programming, supervisory, or administrative recreation experience with at least satisfactory performance, as measured by employee performance reports.

5:53-1.4 Recreation administrator

(a) Prior to applying for certification as a recreation administrator, an applicant shall:

1. Hold a baccalaureate degree in recreation from an accredited college or university and have a minimum of 12 months of successful recreation employment experience;
2. Hold a baccalaureate degree in a field related to recreation, such as group work, sociology, or physical education from an accredited college or university and have a minimum of 24 months successful recreation employment experience;
3. Hold a baccalaureate degree from an accredited college or university and have a total of 36 months of successful recreation employment experience; or
4. Have six or more years of successful administrative and supervisory recreation employment experience.

(b) In order to meet the requirements of (a) above, an applicant may substitute an additional year of specialized graduate training in recreation for 1 year of successful recreation experience.

5:53-1.5 Recreation supervisor

(a) Prior to applying for certification as a recreation supervisor, an applicant shall:

1. Hold a baccalaureate degree in recreation from an accredited college or university in one or more specialized fields of recreation and have a minimum of 9 months of successful recreation employment experience, or

2. Hold a baccalaureate degree in a field related to recreation, such as group work, sociology, or physical education from an accredited college or university and have a minimum of 21 months' successful recreation employment experience, or

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3. Hold a baccalaureate degree from an accredited college or university and have a minimum of 30 months successful recreation employment experience, or
 4. Have 4 or more years successful recreation employment experience.
- (b) In meeting the requirements of (a) above, an applicant may substitute an additional year of specialized training in recreation for one year of successful recreation employment experience.

5:53-1.6 Continuing education unit

- (a) The continuing education unit (CEU) has been designed as a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individuals participating in non-credit education. A continuing education unit (CEU) shall be equal to ten hours of instruction from a continuing education program that is under responsible sponsorship, with capable direction and qualified instruction and which is approved by the Board in accordance with this chapter. Five units shall equal 50 hours of instruction.
- (b) An organized continuing education experience shall have the following characteristics:
1. Each activity shall be planned in response to educational needs of the target audience;
 2. Each activity shall have clear and concise written statements of intended learning outcomes;
 3. Certified instructional personnel shall be involved in planning and conducting each activity;
 4. Content and instructional methods shall be appropriate for the intended learning outcome of each activity;
 5. Participants shall demonstrate their attainment of the intended learning outcomes;
 6. Each learning activity shall be evaluated by the participants;
 7. The sponsor shall have an identifiable unit, group, or individual with clearly defined responsibilities for development and administration of learning activities;

8. The sponsor shall have a review process in operation that ensures that the CEU criteria contained in this chapter are met;
 9. The sponsor shall maintain a complete record of each individual's participation for a minimum of seven years, and shall provide a copy of that record to the Office of Recreation upon request; and
 10. The sponsor shall provide a learning environment and support services appropriate to the subject and the participants.
- (c) Either college credits or continuing education units approved by the Board in accordance with these rules may be submitted for renewal.
- (d) Continuing education units may be obtained in any of the following ways:
1. Participation in a program which meets the qualifications of the International Association for Continuing Education and Training, 1200 19th Street, Suite 300, Washington, DC 20036.
 2. Participation in an established continuing education program sponsored by an accredited college or university at the rate of one CEU for each semester credit hour in a course in the parks, recreation, and leisure services field.

SUBCHAPTER 2. CERTIFICATION

5:53-2.1 Initial certification

(a) Any person seeking certification as a recreation administrator, in accordance with N.J.A.C. 5:53-1.4, or a recreation supervisor, in accordance with N.J.A.C. 5:53-1.5, shall request an application from the Board by contacting the Secretary, New Jersey Board of Recreation Examiners, Office of Recreation, Department of Community Affairs, Po Box 800, Trenton, NJ 08625-0800.

(b) Applicants shall:

1. Submit a completed applicant form, with a check in the amount of \$5.00, made payable to the Treasurer, State of New Jersey; and

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2. Request an official transcript from all colleges attended, to be sent to the address in (a) above.

(c) Upon receipt of the items in (b) above, applicants will be notified of the time and location of the next scheduled examination.

(d) Every applicant who successfully completes the examination shall receive a certification and shall be registered in the Office of Recreation.

5:53-2.2 Recertification

(a) In order to maintain professional certification in the parks, recreation, and leisure services field, certification shall be renewed every five years, except as specified in (e) below. The renewal shall be due every five years from the date of initial certification or recertification, whichever is most recent. Approximately six months in advance, the Secretary of the Board of Recreation Examiners shall send a letter and renewal application to those whose certificates are about to expire.

(b) An applicant shall submit the completed application, with a check in the amount of \$2.00 per year of the renewal period, made payable to Treasurer, State of New Jersey, to:

Secretary
New Jersey Board of Recreation Examiners
Department of Community Affairs
Division of Community Resources – 5th Fl.
PO Box 811
Trenton, NJ 08625-0811

(c) The applicant shall ensure that an official transcript or equivalent be sent directly from the college or university which provided the continuing education, to the address in (b) above. Continuing education units earned in other approved programs shall be documented by the applicant by presentation to the Board of a copy of the CEU award form given to the applicant by the training entity.

1. The Office of Recreation will not maintain attendance records. It is the responsibility of the attendee to maintain a copy of the CEU award form.

(d) The transcript or equivalent required in (c) above shall include proof that the applicant completed 5.0 continuing education units or equivalent academic course work, as follows:

1. The CEUs shall have been obtained within the five years immediately preceding the renewal application and

2. Credits obtained before or after the certification period shall not be counted towards renewal.

(e) A ninety day grace period shall be allowed for submitting documentation, but this grace period shall not be used by the applicant to obtain credits.

(f) In the year 2,000 only, renewals may, at the option of the applicant, be made for a period of one year, two years, three years, four years, or five years. The applicant shall present 1.0 continuing education unit for each year of renewal requested.

5:53-2.3 Approval of renewal

(a) If the renewal application is approved by the Board, the applicant will receive a recertification card with a new date. Renewal of the recertification will occur upon satisfactory completion of the requirements of this chapter.

5:53-2.4 Denial of Renewal

(a) If the renewal application is denied, the applicant will receive a letter explaining the reason for the denial. All records will be maintained by the Board for a period of two years after certification is denied.

(b) A person whose renewal application has been denied may appeal the denial. Any such appeal shall be submitted in writing to the Board within 45 days of the applicant's receipt of the denial and shall include documentation explaining why the certificates should be renewed. Appeals must be sent to:

Secretary
Board of Recreation Examiners
Office of Recreation
Department of Community Affairs
Division of Community Resources – 5th Fl.
PO Box 811
Trenton, NJ 08625-0811

(C) The Board shall, within 45 days of receipt of the appeal letter, in accordance with the provision of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. and 52:14F-1 et seq and the Uniform Administrative Procedure Rules, N.J.A.C.1:1, either hold a hearing on the appeal or refer the appeal to the Office of Administrative Law. The Board shall issue the final decision within 45 days of either the conclusion of the hearing conducted by the Board or the receipt of the initial decision issued by the Office of Administrative Law.

5:53-2.5 Reinstatement of lapsed certification

Any person who has failed to obtain the requisite 50 hours of continuing education within the five year renewal period and who wishes to reinstate his or her certification shall apply for recertification. The credits shall be earned and the recertification application received within one calendar year from the time it was originally due. Any resulting recertification shall expire in four years. Prior to that expiration, the applicant shall obtain 5.0 additional CEUs. Only one recertification shall be accepted within two consecutive renewal periods, that is, within a period of 10 years.

